

ASET PERMIT TO PRACTICE GUIDELINES

Partnerships, corporations, and other legal entities must apply for a Permit to Practice engineering or geoscience in Alberta through either the Association of Professional Engineers and Geoscientists of Alberta (APEGA) or the Association of Science and Engineering Technology Professionals of Alberta (ASET).

An organization cannot legally practice engineering or geoscience without a Permit to Practice and a professional engineer, professional licensee, or professional technologist listed as a responsible member under the permit.

An ASET Permit to Practice is issued to those partnerships, corporations, and other legal entities employing professional technologists: P.Tech.(Eng.) or P.Tech.(Geo.). The permit is issued in the organization's name within the scope of practice of those professional technologists who are responsible for the practice of the ASET permit holder.

The requirements related to the ASET Permit to Practice are described in Part 8, Division 3 of the *Engineering and Geoscience Professions Act* and Part 5 of the *Professional Technologists Regulation*.

Note to P.Tech. Members Working Under an APEGA Permit to Practice:

Professional technologists may perform work under an APEGA Permit to Practice if the work performed is supervised by a responsible member listed under the APEGA permit (where supervision is defined as the delegated organizational authority to direct and control the overall quality of services being provided). If the organization would like the professional technologist to be listed as a responsible member for the purpose of supervising work performed, an ASET Permit to Practice is also required. (See the Professional Practice Management Plan section below for more information.)

Overview

1. The ASET Council is responsible for approving the registration of ASET permit holders. Eligible applicants include:
 - A partnership or other association of persons
 - A corporation incorporated or registered under the *Companies Act*
 - A corporation continued, incorporated, or registered under the *Business Corporations Act*
2. Applicants must complete a signed application form and submit along with the application fee to the ASET Registrar (see **Application Process**).
3. As part of the application process, the applicant must identify the corporate management of the organization and the responsible members who will be working under the permit.
4. The professional technologist(s) who assume responsibility for the practice of the permit holder must be qualified by training and experience in the field(s) of engineering or geoscience in which the organization provides services.
5. Once issued a Permit to Practice, an ASET permit holder must affix its permit number on documents and records in accordance with the Professional Technologist Regulation.

- 6. Permit holders must pay annual dues in full each year to maintain their Permit to Practice (see **Fees and Dues**).
- 7. Permit stamps are issued following approval of the Permit to Practice application. The permit stamp must be under the control of the professional technologist(s) assuming responsibility of the professional practice in which the permit holder is engaged.

Application Process

To apply for an ASET Permit to Practice, please complete and submit a signed application form to ASET. The application form requires the following information:

- Legal and public name of the organization applying
- Mailing address and contact information
- Business License or Registration Number
- The areas of engineering or geoscience practiced by the organization
- The industry of practice (consulting or non-consulting)
- A project management plan for the organization (see **Professional Practice Management Plan**)
- Additional branch offices, if applicable
- Declaration by the responsible owner, president, CEO, or designate for the organization
- Declaration for all responsible members who will be working under the Permit to Practice (completion of the **Questionnaire for Contract Professionals**, if applicable)

Approved applications are acknowledged by letter and the permit holder is assigned a permit number and issued one certificate.

Professional Practice Management Plan

In completing the Permit to Practice application, it is the responsibility of the applicant’s owner, president, CEO, or designate to ensure responsible members working under the permit have organizational authority to direct and control the overall quality of services being provided.

All responsible members must be listed in the organization’s Professional Practice Management Plan (PPMP) management plan according to their defined scope(s) of practice.

Sample 1: One Responsible Member Listed Under an ASET Permit to Practice

Trieu Environmental Services Inc.			
Name	Designation	ASET Number	Job Title
N.B. Trieu	P.Tech.(Eng.)	56795	Owner
Scope of Practice	Within the discipline of Environmental Engineering: site assessment, remediation design and application, and environmental risk management that is the routine application of industry recognized codes, standards, procedures and practices using established engineering or applied science principles and methods or problem solving.		



**N.B. Trieu,
P.Tech.(Eng.)**

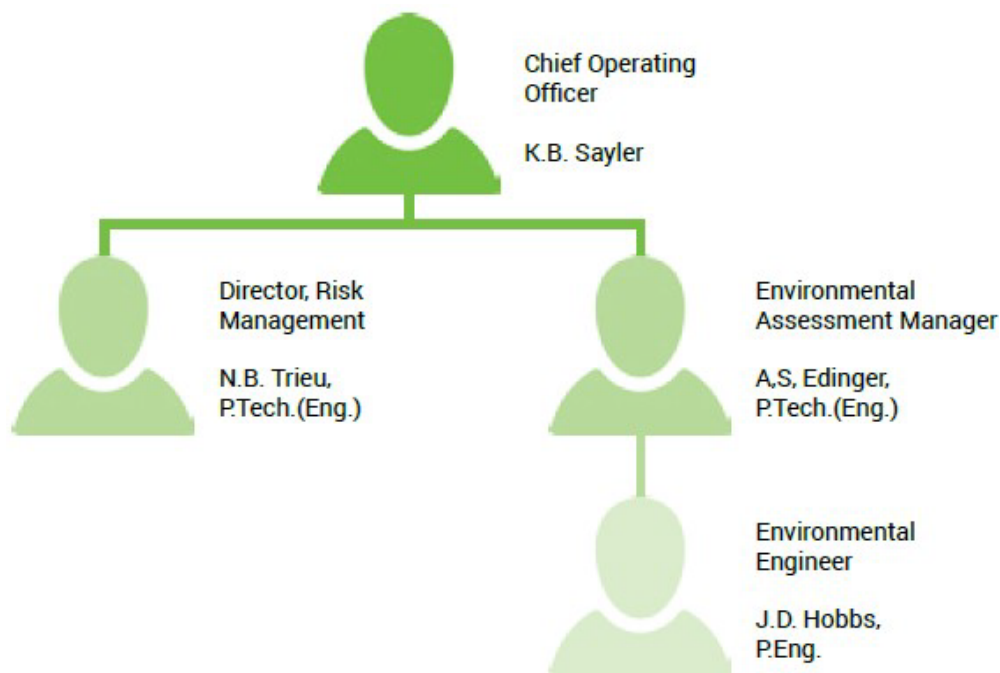
Owner

In this sample, the P.Tech.(Eng.) member has established a consulting practice. An ASET Permit to Practice is required because the member has formed a legal entity. A permit is not required if the member practices in his or her own name.

Sample 2: Corporate Management & Responsible Members Listed Under an ASET Permit to Practice

Saylor Environmental & Associates Ltd.				
Name	Designation	ASET Number	Job Title	
K.B. Saylor	N/A	N/A	COO	
Responsible Members				
N.B. Trieu	P.Tech.(Eng.)	56795	Director, Risk Management	
Scope of Practice	Within the discipline of Environmental Engineering: site assessment, remediation design and application, and environmental risk management that is the routine application of industry recognized codes, standards, procedures and practices using established engineering or applied science principles and methods or problem solving.			
A.S. Edinger	P.Tech.(Eng.)	98785	Environmental Assessment Manager	
Scope of Practice	Within the discipline of Environmental Engineering: Completion of environmental assessment and remediation work, including developing assessment and monitoring programs and design and construction inspection of remediation systems that is the routine application of industry recognized codes, standards, procedures and practices using established engineering or applied science principles and methods of problem solving.			
Other Professional Staff*				
Name	Designation	APEGA Number	Job Title	Reporting To
J.D. Hobbs	P.Eng.	227751	Environmental Engineer	A.S. Edinger, P.Tech. (Eng.), Responsible Member

**An APEGA member cannot be listed as a responsible member under an ASET Permit to Practice but may be included in the PPMP as professional staff.*

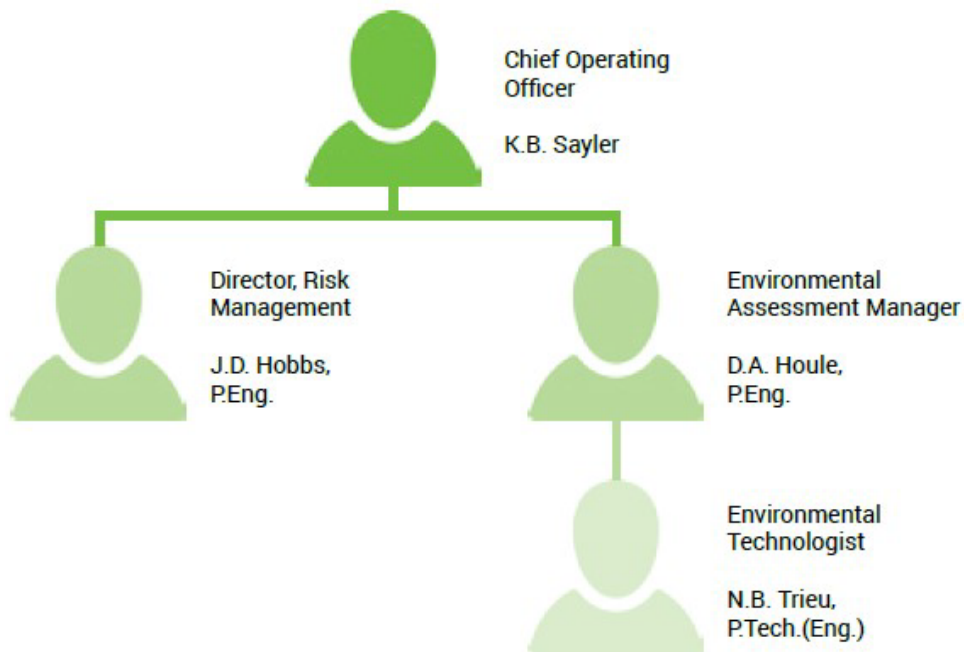


In this sample, the Environmental Assessment Manager assumes responsibility for work performed by the P.Eng., so the ASET Permit to Practice is sufficient. An APEGA Permit to Practice is not required unless the organization would like the P.Eng. to assume full responsibility for work performed.

Sample 3 – P.Tech. Member Listed Under an APEGA Permit to Practice

Sayer Environmental & Associates Ltd.				
Corporate Management				
Name	Designation	APEGA Number	Job Title	
K.B. Sayler	N/A	N/A	COO	
Responsible Members				
Name	Designation	APEGA Number	Job Title	
J.D. Hobbs	P.Eng.	227751	Director, Risk Management	
D.A. Houle	P.Eng.	74008	Environmental Assessment Manager	
Other Professional Staff*				
Name	Designation	ASET Number	Job Title	Reporting To
N.B. Trieu	P.Tech.(Eng.)	56795	Environmental Technologist	D.A. Houle, P.Eng., Responsible Member
Scope of Practice	Within the discipline of Environmental Engineering: site assessment, remediation design and application, and environmental risk management that is the routine application of industry recognized codes, standards, procedures and practices using established engineering or applied science principles and methods or problem solving.			

Professional technologists working under an APEGA Permit to Practice may be listed in the organization's PPMP according to their responsibilities within the organization. **Professional technologists may not, however, be listed as responsible members under an APEGA Permit to Practice.*



In this sample, the Environmental Assessment Manager assumes responsibility for work performed by the P.Tech.(Eng.) so the APEGA Permit to Practice is sufficient. An ASET Permit to Practice is not required unless the organization would like the P.Tech.(Eng.) to assume full responsibility for work performed.

Sample 4 – ASET and APEGA Permit to Practice

Sayer Environmental & Associates Ltd.			
Corporate Management			
Name	Designation	APEGA/ASET Number	Job Title
K.B. Sayler	N/A	N/A	COO
Responsible Members - APEGA Permit			
Name	Designation	APEGA Number	Job Title
J.D. Hobbs	P.Eng.	227751	Director, Risk Management
Responsible Members - ASET Permit			
Name	Designation	ASET Number	Job Title
A.S. Edinger	P.Tech.(Eng.)	98785	Environmental Assessment Manager
Scope of Practice	Within the discipline of Environmental Engineering: Completion of environmental assessment and remediation work, including developing assessment and monitoring programs and design and construction inspection of remediation systems that is the routine application of industry recognized codes, standards, procedures and practices using established engineering or applied science principles and methods of problem solving.		



In this sample, the organization would like both managers to assume full responsibility for work performed. Both an APEGA and ASET Permit to Practice are required in order to register the P.Eng. and P.Tech.(Eng.) as responsible members under the respective permits.

APEGA's [Guideline for Professional Practice](#) and [Guideline for Professional Practice Management Plans](#) provide comprehensive information on establishing a professional practice and what to include in a PPMP.

Certificates and Stamps

Following approval of their application, permit holders are assigned a permit number and issued one certificate and permit stamp.

The permit stamp must be under the control of the professional technologist(s) assuming responsibility of the professional practice in which the permit holder is engaged.

Additional certificates to a maximum of one for each branch office and additional permit stamps to a maximum of one for each responsible member may be obtained by contacting the ASET office. Certificates and stamps are provided at cost.

Certificates and stamps remain the property of ASET and must be surrendered on demand.

Cancellation

At any time, an organization may choose to cancel their ASET Permit to Practice due to a change in operations. Please complete and submit the *Voluntary Cancellation of Permit to Practice* form to notify ASET of the cancellation of the Permit to Practice.

ASET may also cancel a Permit to Practice for nonpayment of annual dues.

An organization wishing to reapply for a Permit to Practice must complete the *Application to Reinstate Permit to Practice* and pay any required fees and outstanding dues (see **Reinstatement**).

Reinstatement

Should cancellation by ASET occur due to nonpayment of annual dues, a \$160.00 reinstatement fee is payable in addition to any other outstanding dues.

Permit holders who request in writing that their Permit to Practice be cancelled will not be assessed the administrative fee when they apply for reinstatement.

Please complete and submit the *Permit to Practice Application* and notify ASET of your request for reinstatement.

Declaration Forms

The following forms should be completed by existing Permit to Practice holders to notify ASET of changes to the responsible owner, responsible members, or organization status for the Permit to Practice:

- *Change of Responsible Owner*
- *Responsible Member Declaration*
- *Request for Annual Permit Dues Reduction*

Permit to Practice Seminar

ASET has launched an online seminar for Professional Technologists who are listed as responsible members under an ASET Permit to Practice. In accordance with section 27(6) of the Professional Technologists Regulation, responsible members must attend a Permit to Practice seminar every five years. This seminar reviews the legislative requirements for permit holders and responsible members as well as key issues related to the practice of Professional Technologists.

The Permit to Practice seminar is offered in an online format to meet the needs of busy professionals. ASET notifies responsible members when they are required to view the seminar and compliance is confirmed by submitting a declaration form.

Frequently Asked Questions

1. Does a professional technologist require a permit to practice engineering or geoscience?

No, a professional technologist who engages in the practice of engineering or geoscience in his or her own name does not require a permit to practice. However, if the same individual practices through an organization, the organization requires a permit to practice even if the member is the only employee.

2. Can a professional technologist be listed as a responsible member under an APEGA permit to practice?

No, unless the professional technologist is also an active member of APEGA (for example, a professional licensee), the individual cannot be listed as a responsible member under an APEGA permit to practice.

3. Can a professional technologist work under an APEGA permit to practice?

Yes, a professional technologist can work under an APEGA permit to practice if the individual is supervised by a responsible member listed on the APEGA permit to practice.

4. Can a professional technologist stamp work under an APEGA permit to practice?

Yes, a professional technologist can stamp work they perform under an APEGA permit to practice. The professional technologist's personal stamp must be accompanied by the APEGA permit stamp or number.

5. When would an organization require an ASET permit to practice?

An organization employing only professional technologists or an organization wishing to establish its professional technologists as responsible members under a permit to practice for the purpose of supervising work performed, must obtain an ASET permit to practice. In this case, the personal stamp of the professional technologist must be accompanied by the ASET permit stamp or number.

6. What are the consequences of practicing engineering or geoscience in Alberta without a permit to practice?

Any person (member of ASET, the public, industry, and so forth) may submit a complaint regarding the conduct of a permit holder. Complaints against ASET permit holders are reviewed by the ASET/APEGA Joint Investigation Committee and may be referred to the Joint Discipline Committee if necessary.

Determination of unprofessional conduct and unskilled practice is based on conduct that a) is detrimental to the best interests of the public; b) contravenes a code of ethics of the profession as established under legislation; c) harms or tends to harm the standing of the profession generally; d) displays a lack of knowledge or lack of skill or judgment in the practice of the profession; or e) displays a lack of knowledge or lack of skill or judgment in the carrying out of any duty or obligation undertaken in the practice of the profession.

The results of the discipline process will depend on the nature of the complaint but may result in prosecution, fines, conditions to practice such as periodic inspection or restrictions from engaging in sole practice, and cancellation of membership for individual members.

7. Are subsidiary organizations required to hold a permit to practice?

Yes, if a parent company or joint venture group holds a permit to practice, any subsidiary of that company that engages in the practice of engineering or geoscience must also hold a permit if the subsidiary is a separate entity with a different name.

For more information, contact:

Melanie Leaf, Registrar and Director of Practice
melaniel@aset.ab.ca